



Attention Employees

TRAVEL GUIDELINES

Updated 10/29/20

- We strongly urge caution and judgment for all your personal and business-related travel.
- **All personal and Cedarhurst business international and domestic congregate travel (i.e. airplane, cruise boat, train, etc.) is strongly discouraged.** Upon returning from any congregate travel, the employee must:
 - 1) Meet criteria outlined in the Signs & Symptoms Screening
 - 2) Employee must wear a N95 mask covered by a surgical mask or face shield until a negative COVID-19 PCR test result can be obtained after 5-7 days from last day of potential exposure. Failure to comply may result in disciplinary action up to and including termination.
- We strongly encourage physical distancing of 6' or more for all in-person meetings and when eating or drinking near others.
- Any essential congregate business travel must be approved in advance by a Vice President, or the COO, CRO, or CWO. If approved, the employee **must wear a fit-tested N95** for the entire duration of the congregate travel, practice social distancing whenever possible, and follow proper handwashing and infection control procedures. Failure to comply may result in disciplinary action up to and including termination.
- We strongly urge caution and judgment for all your personal and business-related travel.